



We're seeking
a passionate
change agent



METROPOLITAN GROUP



Metropolitan Group

the power of voice

we're seeking a passionate social change intern

About Metropolitan Group

Are you looking to join a group of change agents working to understand and advance ways of creating a society where everyone thrives? Metropolitan Group is on a mission to foster a more just and sustainable world, and we are looking for someone to join our team as a Social Change Intern. Metropolitan Group is a full-service, strategic and creative agency that builds the power of voice and resources of the people, organizations and communities that drive social change. Since 1989, we've worked exclusively on behalf of social purpose, mission-driven organizations—some of the world's leading nonprofits, foundations, public agencies and socially responsible businesses. We are a certified B Corp and have been recognized by the independent non-profit B Lab as being one of the top 10 percent of companies worldwide for social impact. Metropolitan Group has offices in Chicago, Portland, Ore., San Francisco and Washington, D.C., and a sister company, Impacto Social Metropolitan Group, in Mexico City, Mexico.

We offer a range of services within three integrated practices:

- Strategic Communication: stakeholder-engaged research, public will building, social marketing campaigns and impact branding.
- Multicultural Engagement: customized strategies and tools designed with cultural context, language nuance and literacy levels.
- Organizational Development: strategic planning, capacity building, training and technical assistance.

Position Summary

Our internship program provides the opportunity to gain experience working with a variety of teams and projects in an agency setting. This program offers interns the ability to work alongside a multitude of teams, including client project teams, new business development, human resources, finance, digital and the design team at Metropolitan Group. We will work with selected interns to develop a meaningful work opportunity that aligns to interests and experience of each candidate. Join us to work at the intersection of environment, health and social justice.



social change intern

General Responsibilities Include, But Are Not Limited To

- Assisting with analyzing data and information to synthesize findings and develop recommendations; drafting findings reports.
- Providing project assistance, including, but not limited to research, writing (reports, letters, research analysis, proofing, etc.), work plan development, scheduling, coordination, on-site event coordination, etc., note taking, dictation/transcribing and word processing.
- Conducting research, including sourcing information, market assessments, developing and implementing online surveys (e.g., Survey Monkey), supporting qualitative focus groups.
- Serving as a member of a creative team providing ideas, input and implementation.
- Research and report new initiatives, prospects and partnerships.
- Assisting with maintenance of database including archiving and contact updates.
- Providing assistance with miscellaneous projects, creative brainstorming, internal projects and other duties necessary for the success of the organization.
- Participating in new business development efforts and outreach; marketing Metropolitan Group services, including preparation and presentation of proposals, statements of qualifications, marketing meetings, etc.
- Planning and coordinating internal events.
- Conducting and implementing social media and digital strategies.
- Working with design and graphic artists to create and develop marketing materials.
- Supporting systems and projects for human resource and finance teams.

Requirements

- Ability to work independently in a fast-paced environment.
- Have upbeat, creative and professional demeanor.
- Have experience using MS Word, PowerPoint, Excel and customer relationship management systems, etc.
- Mac experience and competency preferred.
- Be a team player and excel at team-oriented problem-solving.
- Provide top-notch work quality and service to prospects and co-workers.
- Demonstrate an excellent work ethic.
- Work effectively in a multicultural environment.
- Support and embody the organization's values, goals and operating principles.
- Must be authorized to accept employment in the United States.
- Excellent time management skills.
- Maintain confidentiality and discretion.



Benefits

- Employer-paid medical/vision insurance.
- Dental insurance paid at 50 percent by employer.
- MG paid holidays off: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas.
- Transportation allowance paid by employer.
- Reimbursement for work related expenses (mileage at IRS rate).

Compensation and Hours

- \$15 hourly rate.
- This position involves an eight-hour professional day/40 hours per week.
- Occasional early mornings or later evenings, for special events, if necessary.

Dress

Professional office attire.

Commitment

To allow for successful onboarding and intern experience we ask for a minimum commitment of 12 weeks. We are open to discuss how we can best work with interns if external factors make this commitment difficult.

How to Apply

All interested applicants can apply by visiting www.metgroup.com/blog/were-seeking-passionate-social-change-interns/.

Positions will work out of our Portland, Ore. or Washington, D.C. office locations.

Metropolitan Group is an equal opportunity employer.

